



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY, 2nd floor
NASHVILLE, TENNESSEE 37243-1141
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E-mail: tnsba@mail.state.tn.us
888-453-6150 or 615-741-2550
Fax: 615-532-8800

Tennessee State Board of Accountancy

May 24, 2007

RE: Continuing Professional Education Audit

Dear Licensee,

You have been randomly selected to have your Continuing Professional Education (CPE) courses audited. Please forward the original certificates of completion for all CPE claimed for 2005-2006. The documentation should be submitted to the Board of Accountancy by June 30, 2007.

- 1) Certificates of completion should disclose the sponsor name(s), the date(s) of the course, the amount of CPE awarded and the appropriate subject code.
- 2) Self-study CPE must be obtained from a NASBA **QAS** sponsor.
- 3) The Board accepts original certificates and copies of certificates, if the copies are witnessed by a notary.
- 4) Course agendas are not counted as CPE certificates of completion.
- 5) We cannot return course books or manuals, so please do not send them.

If you have questions regarding the audit procedure, contact the appropriate staff person below. We will return your certificates and notify you regarding the audit results within 60 days of receipt of the completed audit packet. Thank you for your cooperation.

	All PAs & CPA license #s 0000-7000	CPA license #s 7001-13300	CPA license #s 13301-20000
Contact:	Patricia Turner	Brenda Demastus	Dan Syriac

Sincerely,

Daniel F. Syriac
Administrative Manager

Ensuring Excellence

DUE DATE: June 30, 2007

Is this a change of address? Yes_____ No_____ Certificate ID Number _____

Type or print in ink.

Attach additional copies as needed

GROUP OR SELF-STUDY PROGRAMS					
SUBJECT CODE	NASBA REGISTERED SPONSOR OR EXEMPT ORGANIZATION	NAME OF PROGRAM	SPONSOR ID #	DATE COMPLETED	CPE CREDIT
INSTRUCTOR OF CPE PROGRAMS (MAXIMUM 40 HOURS)					
SUBJECT CODE	ORGANIZATON	NAME OF PROGRAM	SPONSOR ID #	DATE COMPLETED	CPE CREDIT

WRITING PUBLISHED BOOKS AND/OR ARTICLES (MAXIMUM 40 HOURS)				
SUBJECT CODE	TITLE OF ARTICLE OR BOOK	DATE& NAME OF PUBLICATION	DATE COMPLETED	CPE CREDIT

SUMMARY OF CONTINUING PROFESSIONAL EDUCATION (CPE) HOURS CLAIMED

CATEGORY	CPE HOURS CLAIMED
GROUP PROGRAMS	
SELF-STUDY PROGRAMS	
INSTRUCTOR/DISCUSSION LEADER	
AUTHOR	
TOTAL	

SUBJECT CODE	SUBJECT AREA	CPE HOURS CLAIMED
A	ACCOUNTING, AUDITING, ATTEST	
T	TAXES	
M	MANAGEMENT/FINANCIAL ADVISORY SERVICES/CONSULTING	
E	ETHICS	
	SUBTOTAL (Technical)	
O	OTHER (Non-technical)	
	TOTAL	

*** TOTAL HOURS CLAIMED BY CATEGORY SHOULD BE EQUAL TO TOTAL HOURS CLAIMED BY SUBJECT

I certify the above information is true and that the reported courses contribute directly to my professional competence as a CPA or PA. I have completed 80 hours of CPE including 40 hours in technical subjects.

PRINT NAME

SIGNATURE

DATE